



FEDERAL GRANTS MANAGEMENT  
MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
PO BOX 480, JEFFERSON CITY, MO 65102  
CONSOLIDATED FEDERAL PROGRAMS SELF-MONITORING CHECKLIST  
2007 - 2008 School Year

School District \_\_\_\_\_ County-District Code \_\_\_\_\_

Federal Programs Coordinator \_\_\_\_\_

Districts scheduled for an MSIP review during the 2007-2008 school year must complete this form and send it to Federal Grants Management, PO Box 480, Jefferson City, MO 65102-0480.

IT MUST BE POSTMARKED BY SEPTEMBER 1, 2007.

### DIRECTIONS

1. Respond to each of the following monitoring requirements by placing an appropriate code (*see below*) on the line to the left of the item. Responses are required on each lettered item, and documentation proving compliance for each item must be kept on file at the district.
2. Place a checkmark in all appropriate boxes under Evidence Sources to indicate the type of supporting documentation you have available. The documentation of evidence sources must be on file at the district for possible review during MSIP. Do not send copies of evidence sources to Federal Grants Management, unless requested to do so.
3. If you have any questions, call or email your Grants Management Supervisor for assistance.
4. For sample forms, program guidance, and other information, visit <http://dese.mo.gov/divimprove/fedprog/>

### CODE KEY

- DC = District Compliant: A review indicates compliance. When using this code, the district must have the documentation readily available for review by Federal Grants Management, if requested.
- DR = District Resolving: A review indicates a compliance discrepancy. When using this code, use the comment section on the last page to explain how the district intends to resolve the discrepancy and the intended time frame for completion.
- DA = District Assistance: The district requests assistance. A supervisor from Federal Grants Management will contact the district to arrange for assistance.
- NA = Not Applicable to this district.

### Assurances

The authorized representative assures the Department of Elementary and Secondary Education that the district shall:

1. Receive and expend federal funds in a manner consistent with the intent of the approved application.
2. Keep such records for a period of three years and provide such information as may be necessary for the fiscal program auditing and for program evaluation; provide the Department of Elementary and Secondary Education any information it may need to carry out its responsibilities under the programs.
3. Adhere to the requirements of the applicable federal statutes and regulations, the state rules governing the programs, and all other applicable statutes, including: Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Title IX of the Education Amendment of 1972; Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; and Gun-Free Schools Certification.

The board-authorized representative understands the assurances and the responsibility for compliance placed upon the applicant. The applicant will refund directly to the Department of Elementary and Secondary Education the amount of any funds made available to the applicant that may be determined by the Department, or an Auditor representing the Department, to have been misspent or otherwise misapplied.

Authorized Representative \_\_\_\_\_

\_\_\_\_\_  
Date

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Inquiries related to Department programs may be directed to the Jefferson State Office Building, Title IX Coordinator, 5<sup>th</sup> Floor, 205 Jefferson Street, Jefferson City, Missouri 65102-0480; telephone number 573-751-4212.

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## GENERAL PROVISIONS

**1. Complaint Procedures for Federal Programs** (see *DESE's sample on the web*):

- a. \_\_\_\_\_ The district disseminates yearly to parents a copy of its NCLB Complaint Procedures for Federal Programs.

**Evidence Sources:**

- |  |                                      |
|--|--------------------------------------|
| <input type="checkbox"/> Newspaper         | <input type="checkbox"/> Newsletters |
| <input type="checkbox"/> Student Handbooks | <input type="checkbox"/> Website     |

**2. Nonpublic Participation**

- a. \_\_\_\_\_ The district conducts timely consultations (**prior to June 1**) with nonpublic school officials in the project planning stage for Titles I, II, A, III, and IV. A. **Signed forms are required for substantial approval of the Federal Programs Application.**

**Evidence Sources:**

- ☐ Completed Public/Private Design for Educational Service.
- ☐ Completed Nonpublic Participation Forms for Title I, II, A, III, & IV. A
- ☐ Documentation of meetings with non-public school officials

- b. \_\_\_\_\_ The district expends or protects sufficient project funds for equitable services to eligible nonpublic schools.

**Evidence Sources:**

- ☐ Title I Breakdown of Allocation
- ☐ Budgets for Titles I, II, A, III, IV. A, reflect appropriate amounts for proposed nonpublic expenditures.

- c. \_\_\_\_\_ The district consults with the nonpublic in assessing their Title I services.

**Evidence Sources:**

- ☐ Documentation of meetings with nonpublic school officials.
- ☐ Assessment data

**3. Obligation of Funds**

- a. \_\_\_\_\_ The district provides documentation that funds are obligated (purchase orders made or services contracted) only between the time of project approval and the end of the grant period.

- b. \_\_\_\_\_ Application Approval Date for 2007-2008 School Year (see Internet Application) \_\_\_\_\_

Title I, Part A First Obligation Date	_____
Title I. C Migrant Ed. First Obligation Date	_____
Title II. A First Obligation Date	_____
Title II. D First Obligation Date	_____
Title III First Obligation Date	_____
Title IV. A First Obligation Date	_____
Title V. First Obligation Date	_____
Title VI. B Subpart 2 First Obligation Date	_____

**4. Accounting Requirements**

- a. \_\_\_\_\_ Obligations and expenditures of federal funds are recorded with a separate accounting code for each program.

**5. Documentation Related to Payment of District Staff**

- a. \_\_\_\_\_ Core Data information is entered for all Federally-funded positions, full or part-time, and is consistent with the application.

**Evidence Sources:**

- ☐ October Core Data cycle, Screens 18 and 20.
- ☐ Proper credentials and certificates are on file with the district.
- ☐ Teachers and paraprofessionals' schedules reflect the number of appropriate instructional minutes for staff and students.
- ☐ Caseloads are appropriate for instructional staff.
- ☐ Supplement Not Supplant (SNS) worksheet (for class size reduction)

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- b. \_\_\_\_ There is documentation of time for partial FTEs, including those funded through Administrative Pool.

**Evidence Sources:**

☐ Time and effort logs

☐ Work schedules

- c. \_\_\_\_ For stipends and out-of-contract time paid, including Administrative Pool, the district maintains supporting records.

**Evidence Sources:**

☐ Workshop sign-in sheets

☐ Time and effort logs

- d. \_\_\_\_ The district biannually certifies that all full-time staff funded from a federal funding source or from an established funding pool (such as the administrative pool) are conducting activities consistent with the purposes of the funding source(s).

**Evidence Sources:**

☐ Single Funding Certification form(s) completed and on file in the district.

☐ Schoolwide programs are to provide a list of building staff signed by the building principal.

**6. Inventory**

- a. \_\_\_\_ A centralized inventory control system, including all required components, accounts for all equipment purchased with federal dollars.
- b. \_\_\_\_ Capital outlay purchases are consistent with the application.
- c. \_\_\_\_ District labels all inventory items purchased with federal funds (program name and date of purchase).

**7. Board-approved District Comprehensive School Improvement Plan (CSIP)**

- a. \_\_\_\_ The activities of all federal programs are reflected in the board-approved CSIP. The district indicates the source of federal funding, whether in whole or in part, for each relevant action step.

**Evidence Sources:**

☐ Title I

☐ Title II. D

☐ Title V

☐ Title I. C

☐ Title III

☐ Title VI. B Subpart 2

☐ Title II. A

☐ Title IV. A

☐ SRSA (REAP)

**TITLE I. A: IMPROVING THE ACADEMIC ACHIEVEMENT OF THE DISADVANTAGED**

**1. Parents Right to Know**

- a. \_\_\_\_ Parents of each student attending a school receiving Title I funds have been notified that they may request information regarding the professional qualifications of the student's classroom teachers.

**Evidence Sources:**

☐ Letters

☐ Student Handbooks

☐ Newsletters

- b. \_\_\_\_ Building Principal(s) certifies that building staff are highly qualified and/or lists exceptions

**Evidence Sources:**

☐ Signed, dated statement certifying all administrators, teachers, and paraprofessionals are properly certified with a list of the exceptions, if applicable.

- c. \_\_\_\_ Parents have been notified when their child's teacher is not properly certified for that class or has been taught four or more consecutive weeks by a teacher who is not fully or properly certified for that class.

**Evidence Sources:**

☐ Letter(s) notifying parents

**2. LEA Plan**

- a. \_\_\_\_ The district has an approved LEA Plan and implements activities according to the plan.
- b. \_\_\_\_ The plan has been revised to indicate changes, as needed.

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**3. Schoolwide Plan**

- a. \_\_\_\_ Each building with a schoolwide plan implements the activities contained in the plan.
- b. \_\_\_\_ Any changes have been amended into the plan.
- c. \_\_\_\_ *(If applicable)* Schoolwide buildings with significant number of students from other language backgrounds have made the plan available to parents of such students in the parents' primary language.

**4. Targeted Assistance Programs**

- a. \_\_\_\_ Student eligibility is determined by multiple, educationally-related, objective criteria. (Criteria in preschool through grade two programs must consist solely of teacher recommendation, parental interviews, developmentally appropriate measures, or other similar criteria).
- b. \_\_\_\_ Master lists of eligible students are available that indicate which students have been selected to participate; the criteria used for selection, weighting of criteria, and appropriate overall cut-off score.
- c. \_\_\_\_ Migrant or Limited English Proficient (LEP) children have been identified for services on the same basis as other children.
- d. \_\_\_\_ Title I funded materials and facilities are used only by participating students and according to regulations and guidelines.

**5. Annual Evaluation Process**

The district conducts an annual review of the Title I-funded activities.

- |  |   |
|--|---|
| a. ____ Agenda   | f. ____ Review of program strengths and weaknesses  |
| b. ____ Appropriate representation of school personnel | g. ____ Documentation of recommendations and revisions  |
| c. ____ Sign-in sheet from attendees                   | h. ____ Review school-parent compact(s)   |
| d. ____ Review of student achievement data             | i. ____ Building personnel have been notified regarding their Adequate Yearly Progress (AYP) status |
| e. ____ Review of parents' evaluations                 |   |

**6. Coordination**

Written documentation indicates that coordination occurs between Title I staff and classroom staff through:

- a. \_\_\_\_ One or more of the following : shared instructional objectives, joint planning time, shared lesson plans, quarterly objective sheets, individual student plans, Comprehensive School Improvement Plan (CSIP) or Schoolwide Plan.
- b. \_\_\_\_ Evidence to demonstrate coordination among teachers in Migrant Education, LEP, Homeless, and Neglected and Delinquent services Shared instructional objectives.

**7. District-Level Parent Involvement Policy**

- a. \_\_\_\_ The district has a parent involvement policy, and activities are conducted consistent with the policy.

**8. Building-Level Parent Involvement Plan and Implementation**

Each building receiving Title I funds must have a plan for parent involvement that includes:

- a. \_\_\_\_ Strategies for communication
- b. \_\_\_\_ Shared responsibilities for high student academic achievement
- c. \_\_\_\_ Expanding opportunities for parent involvement
- d. \_\_\_\_ The parent involvement plan and parent-school compacts are disseminated.
- e. \_\_\_\_ Parent meetings, activities, and/or workshops are held, with sign-in sheets for each event.
- f. \_\_\_\_ Buildings with significant numbers of students from language backgrounds other than English have made the plan available to parents of such students in the parents' primary language.

**Evidence Sources for a-f:**

- |  |   |
|--|---|
| <input type="checkbox"/> Agendas, minutes of meetings                      | <input type="checkbox"/> Parent survey.         |
| <input type="checkbox"/> Completed sign-in forms                           | <input type="checkbox"/> News reports, etc.     |
| <input type="checkbox"/> Copies of correspondence to parents, flyers, etc. | <input type="checkbox"/> Copy of signed compact |

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**9. Breakdown of Allocation**

The district provides evidence that each eligible building receives the allocated amount of funds and in the order indicated on the approved Breakdown of Allocation (BOA).

a. \_\_\_\_\_ Current building-level budgets and expenditures correspond to BOA.

b. \_\_\_\_\_ For districts with allocations over \$500,000, one percent of the allocation is budgeted and utilized for parent involvement.

**Evidence Sources for a-b:**

☐ Bookkeeping record of related expenditures

**10. Preschool Education Programs**

a. \_\_\_\_\_ District follows one of the recommended models for its Title I-funded preschool. Check model being used:

☐ Head Start Education and Early Childhood Development Standards

☐ Project Construct Curriculum Model

☐ High/Scope Curriculum Model

☐ Creative Curriculum Model

**11. Neglected and Delinquent Institutions**

a. \_\_\_\_\_ The district's application for Neglected or Delinquent funds is on file and describes the program to be implemented along with relevant formal agreements between the district and institutions to be served.

**Evidence Sources:**

☐ Part 1-A Neglected School Children form

☐ Part 1-D Delinquent Institution Program Assurance form

☐ Part 1-D Delinquent Institution Program Plan

**12. Buildings in Title I. A School Improvement**

a. \_\_\_\_\_ The district can demonstrate that at least 10 percent of the building's allocation has been allocated for professional development following a building's failure to make Adequate Yearly Progress (AYP) and its identification for School Improvement. **Funding must address the area(s) in which each building has been found to be deficient.**

**Evidence Sources:**

☐ BOA and Title I application

☐ Inservice sign-in sheets

☐ Records of expenditures

b. \_\_\_\_\_ The district has notified parents of their school choice option.

**Evidence Source:**

☐ Letter to parents (Date letter sent: \_\_\_\_\_ )

c. \_\_\_\_\_ The district has notified parents of their Supplemental Educational Services (SES) options (for buildings in second year of improvement and each subsequent year).

**Evidence Source:**

☐ Letter to parents (Date letter sent: \_\_\_\_\_ )

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## **TITLE I. C: MIGRANT EDUCATION PROGRAM**

### **1. Eligibility**

- a. \_\_\_\_\_ Priority for services is given to migrant children most at risk of failing to meet the Show-Me Standards and whose education has been interrupted during the regular year.

### **2. Parent Involvement**

- a. \_\_\_\_\_ The district provides documentation of appropriate consultation with a Parent Advisory Council in the planning, implementation, and evaluation of the migrant project.
- b. \_\_\_\_\_ The district involves migrant parents in policy development, parent-school compacts, and capacity building activities.
- c. \_\_\_\_\_ The district provides evidence that information is provided in a language and form that parents understand.

**Evidence Sources:**

- ☐ Meeting minutes
- ☐ Sign-in sheets from policy, planning, and capacity building meetings
- ☐ Flyers, announcements, letters to parents in their native language (if appropriate)

## **TITLE II. A: TEACHER AND PRINCIPAL TRAINING AND RECRUITING**

### **1. Implementation**

- a. \_\_\_\_\_ Use of funds is consistent with program guidelines, application budget, and CSIP to increase academic student achievement by improving teacher and principal quality through high quality professional development and to increase the number of highly qualified teachers and principals.

### **2. Professional Development Needs Assessment**

The district maintains documentation that:

- a. \_\_\_\_\_ A needs assessment for professional development was conducted within the last three years with input from public and nonpublic staff, including Title I-funded teachers.
- b. \_\_\_\_\_ Professional development decisions were based on student achievement data.
- c. \_\_\_\_\_ A CSIP/district professional development plan reflects the needs assessment findings.

**Evidence Sources:**

- ☐ Educator surveys
- ☐ Minutes of professional development committee meetings
- ☐ Administrator assessments of teacher performance
- ☐ Other student data

### **3. Hiring Highly Qualified Teachers**

All teachers employed by the district are properly certified for their grade level/subject area.

- a. \_\_\_\_\_ The district has hired additional teachers to reduce class size.
- b. \_\_\_\_\_ The district has hired additional teachers for core academic subjects.

**Evidence Sources:**

- ☐ Proper credentials and certificates are on file
- ☐ Board minutes or other report of student-teacher ratios and achievement data
- ☐ Supplement not Supplant Worksheet

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## **TITLE II. D: ENHANCING EDUCATION THROUGH TECHNOLOGY**

### **1. Professional Development**

- a. \_\_\_\_\_ The district can demonstrate that it has spent at least 25 percent of the total funds available for professional development that addresses the use of technology in instruction.

**Evidence Sources:**

- ☐ Sign in sheets from trainings  
☐ List of expenditures

## **TITLE III: INSTRUCTION FOR LIMITED ENGLISH PROFICIENT AND IMMIGRANT STUDENTS**

### **1. Implementation**

- a. \_\_\_\_\_ Use of funds is consistent with program guidelines, application budget and CSIP to meet the guidelines of the program.

### **2. Student Enrollment**

- a. \_\_\_\_\_ Any school aged child residing within the boundaries of a school district is eligible to attend the appropriate local school. A school district may require only two kinds of information for enrollment. (A) proof of residency in the district (not in the U.S.); including legal guardianship for students under the age of 18, or (B) proof of required vaccinations.

**Evidence Source:**

- ☐ Student Enrollment forms

### **3. Personnel**

- a. \_\_\_\_\_ Teachers in any Title III language instructional program are fluent in English and any other language used for instruction, and has good written and oral communication skills.

**Evidence Source:**

- ☐ Signed statement from building principal certifying that teacher is fluent in English and any other language used for instruction

### **4. Parent Notification**

- a. \_\_\_\_\_ The district has notified parents of a limited English proficient child within 30 days after the beginning of a school year (two weeks for a child entering school after the year has started) of the reason their child has been identified to participate in an LEP program, specifics of the program, and parents' rights.

- b. \_\_\_\_\_ Information presented to parents is provided in an understandable and uniform format and, to the extent practicable, in a language that the parent can understand.

**Evidence Sources:**

- ☐ Examples of notification to parents  
☐ List of participating students

### **5. Parent Recommendations**

- a. \_\_\_\_\_ Administrators, Title I teachers, and LEP teachers meet at least annually to consider and respond to parent recommendations.

**Evidence Sources:**

- ☐ Meeting agendas and minutes of meetings  
☐ List of attendees

### **6. Nonpublic Participation (see General Provisions, item 2)**

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## Title IV. A: Safe and Drug-Free Schools and Communities

### 1. Implementation

- a. \_\_\_\_\_ Use of funds is consistent with program guidelines, application budget, and CSIP to meet the guidelines of the program.

### 2. Consultation

- a. \_\_\_\_\_ The district provides evidence of ongoing consultation with State and local government representatives, representatives of schools to be served (including nonpublic), teachers and other staff, parents, students, community-based organizations, and others with relevant expertise in drug and violence prevention activities (such as medical, mental health, and law enforcement professionals) regarding how best to coordinate activities with other related strategies, programs, and activities being conducted in the community.

**Evidence Sources:**

- ☐ Dated agendas  
☐ Meeting sign-in sheets indicating group affiliation  
☐ Written recommendations (minutes from meetings)  
☐ Dissemination of drug use and violence prevention information through pamphlets, brochures, etc.

### 3. Activity Development, Implementation, and Assessment

- a. \_\_\_\_\_ The district biennially conducts and analyzes the Safe and Drug-Free Schools and Communities (SDFSC) survey and/or alternative data.  
b. \_\_\_\_\_ The district and its advisory group annually evaluate the overall effectiveness of the Title IV. A activities as related to the six Principles of Effectiveness from the United States Department of Education.  
c. \_\_\_\_\_ Title IV. A funded activities are based on drug and violence assessment results and the six Principles of Effectiveness.  
d. \_\_\_\_\_ No more than 40 percent of the district's Title IV. A funds are being used for security personnel, of which no more than 50 percent is used for other security purposes.

**Evidence Sources for a-d:**

- ☐ Survey Results  
☐ Discipline and expulsion data  
☐ Advisory Council meeting minutes  
☐ Bookkeeping record of related expenditures

### 4. Parent/Community Involvement

- a. \_\_\_\_\_ The district includes activities to facilitate input from parents and involve parents and community.

**Evidence Sources:**

- ☐ Parent education training/workshops/inservice/classes  
☐ Letters to parents  
☐ Schedules of parent education activities  
☐ Flyers  
☐ Sign-in sheets from parent education activities  
☐ Media announcements, articles  
☐ Questionnaires or surveys from parents

- b. \_\_\_\_\_ Nonpublic Participation (see General Provisions, item 2)

### 5. Nonpublic Participation (see General Provisions, item 2)



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**Title V. A: Innovative Programs**

**1. Systematic Consultation and Annual Evaluation**

- a. \_\_\_\_\_ The district has consulted with parents and appropriate district staff in a needs assessment and planning for effective use of funds.
- b. \_\_\_\_\_ The district conducts an annual review that includes use of funds, students served, program strengths and weaknesses, and how student academic achievement was affected. The evaluation is used to make decisions about changes for use of funds for the next school year

**Evidence Sources:**

- ☐ Agenda for meeting
- ☐ Meeting sign-in sheets indicating person's role or title
- ☐ Written recommendations (in meeting minutes)
- ☐ Usage records
- ☐ Survey or other documentation

**Title VI. Part B: Rural Low Income**

**1. Implementation**

- a. \_\_\_\_\_ Use of funds is consistent with program guidelines, application budget, and CSIP to increase student achievement, reduce dropout rate, or attain other school improvement goals.
- ☐ CSIP
- ☐ Record of expenditures

**TITLE VI.B RURAL EDUCATION INITIATIVE/RURAL EDUCATION ACHIEVEMENT PROGRAM  
REAP/SRSA (Funded directly through the US Dept. of Education) PROGRAM**

**1. Implementation**

- a. \_\_\_\_\_ Funds are used within the federal program's guidelines and are noted in the district CSIP.

**Evidence Sources:**

- ☐ CSIP
- ☐ Record of expenditures

**Comments for items indicated "DR" - Please include plan and time frame for resolution, indicated programs, and items not yet resolved:**